

<b>Department:</b> Aquatics	<b>Position:</b> Aquatic Instructor	<b>Prepared Date:</b> June 18, 2023	<b>Revised Date:</b> October 21, 2024
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**Instructions:** upon reviewing the hazards and applicable hazards associated with tasks - if being reviewed at time of orientation, worker is to complete acknowledgement section of form, if being reviewed for accuracy i.e., annual, post incident, inspection etc., leader assessor and supporting assessor (if applicable) is to complete the accuracy review section of form. Once completed, please scan to health and safety.

<b>Acknowledgement - Orientation</b>	<b>Accuracy Review</b>
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<b>Date of acknowledgement:</b>	<b>Date of Review:</b>
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Signature acknowledges hazards and the required hazard controls for job position	Print Name	<b>Worker</b>	Print Name	<b>Lead Role</b>	<b>Supporting Role (optional)</b>
	Signature	Signature			

**RISK RANKING = PROBABILITY + SEVERITY + EXPOSURE**

<b>PROBABILITY</b> 1 NEVER - NEVER GOING TO HAPPEN 2 IMPROBABLE - NOT LIKELY TO HAPPEN 3 REMOTELY PROBABLE - HAZARD VERY RARELY OCCURS 4 PROBABLE - OCCURS OR IS PRESENT OCCASIONALLY 5 VERY PROBABLE - OCCURS OR IS PRESENT FREQUENTLY	<b>SEVERITY</b> 1- MINOR- NO LOST TIME, NO LOSS 2 - MODERATE - MEDICAL AIDS, RESTRICTED WORK, DMG >\$0 3 - SERIOUS - LOST TIME, DMG <\$5,000 4 - VERY SERIOUS - SEVERE INJURY, ACUTE HEALTH EFFECTS, DMG > \$5K 5 - CATASTROPHIC - FATAL, CHRONIC HEALTH, EXTREME DMG >\$25	<b>EXPOSURE</b> 1 - REMOTE - ONCE PER YEAR 2 - INFREQUENT - WEEKLY OR LESS 3 - OCCASIONAL - ONCE PER DAY 4 - FREQUENT - MORE THAN TWICE DAILY 5 - CONTINUALLY - ON A HOURLY BASIS	3-6	<b>LOW RISK</b>
			7-10	<b>MEDIUM RISK</b>
			11-15	<b>HIGH RISK</b>

Task	Existing and/or Potential Hazards	Potential harm	Hazard Health(H) Safety (S)	Probability	Severity	Exposure	Risk Rating (P+S+E)	Hazard Control(s)
Walking to and from the building, walking around worksites	Slip/trip	Lacerations,	S	3	2	4	9	Eng: Hand rails on stairs Admin: SWP - housekeeping PPE:
	Fall	Fall in water, drowning	S	3	2	4	9	Eng: Admin: Limited persons on deck, SWP - housekeeping PPE:
	Air quality	Coughing, throat irritation, headaches, or shortness of breath	S	3	2	3	8	Eng: Ventilation Admin: SWP - air quality, preventative maintenance program PPE: masks - optional
	Fungus	Plantar warts	S	3	2	2	7	Eng: Admin: PPE: Deck shoes

**JOB FORMAL HAZARD ASSESSMENT**

**SAFETY**

Task	Existing and/or Potential Hazards	Potential harm	Hazard Health(H) Safety (S)	Probability	Severity	Exposure	Risk Rating (P+S+E)	Hazard Control(s)
Walking to and from the building, walking around worksites	Exposure to chloramines (emphasizes on trichloramines)	Acute Respiratory tract irritation which may include coughing, wheezing, shortness of breath, chest tightness) and/or eye irritation	H	5	2	5	12	Eng: ventilation (AHU-1), fans Admin: Exposure plan – chloramines, acknowledgement of exposure plan, chloramine exposure training PPE
		Chronic Occupational asthma	H	5	2	5	12	Eng: ventilation (AHU-1), fans Admin: Exposure plan – chloramines, acknowledgement of exposure plan, chloramine exposure training PPE
	Contact with sharps (needles) – blood born pathogens or biohazardous materials	Diseases, illness (acute or chronic)	S	3	2	2	7	Eng: Admin: SWP – housekeeping, exposure plan, SWP – drugs and drug paraphernalia PPE: Gloves, protective footwear
	Humidity	Heat stress	S	5	1	5	11	Eng: humidity monitor Admin: breaks heat stress training PPE:
		Fatigue impairment	H	3	1	3	9	Eng: humidity monitor Admin: breaks, fatigue impairment procedure PPE:
	Noise from patrons	Fatigue impairment	H	3	1	3	7	Eng: sound baffles Admin: Fatigue impairment procedure, noise exposure testing PPE:
	Carbon dioxide leak	Respiratory issue	S	3	1	3	7	Eng: Alarm Admin: Carbon dioxide exposure plan, Carbon dioxide emergency response plan, emergency response training PPE
	Chlorine leak	Respirator issue	S	3	2	3	8	Eng: Chlorine bottle in secured location outside of building Admin: Chlorine exposure plan, chlorine emergency response plan, emergency response training PPE: SCBA
	Items thrown from over top of viewing area	Lacerations	S	3	2	2	7	Eng: Admin: SWP housekeeping PPE:

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Dealing with people (in person, lessons, monitoring pool, internal and external)	Public/Worker Interaction during/after office hours– workplace violence: stranger violence (i.e. robbery, bomb threats etc), client/customer violence, co-worker violence, violence related to domestic issues	Psychological (flashbacks, nightmares, coping thru avoidance, loss of interest, feeling of guilt, irritability, sleep disorder, hypervigilance, difficulty concentrating)	H	4	2	2	8	Eng: Admin: Workplace Violence prevention plan, workplace violence training, counselling, emergency response for mental health, shelter in place, lock down, Mental health well-being directive, personal security procedure PPE:
		Physical (bruises, stabs)	S	2	3	2	7	Eng: Open floor plan, FOP door access Admin: Workplace Violence prevention plan, workplace violence training, SWP – personal security PPE:
	Harassment & bullying	Psychological (flashbacks, nightmares, coping thru avoidance, loss of interest, feeling of guilt, irritability, sleep disorder, hypervigilance, difficulty concentrating)	H	4	2	3	9	Eng: Admin: Harassment prevention plan, harassment prevention training, counselling PPE:
Dealing with people (in person, lessons, monitoring pool, internal and external)	Mental Stress	Headaches, upset stomach, chronic stress - heart condition, depression, lower back pain	H&S	4	2	2	8	Eng: Admin: Adequate assigned work tasks, managing stress training, employee assistance provider PPE:
	Handshaking	contracting a pathogen through repeated hand shaking (pathogen – staphylococcus aureus)	H	4	1	2	7	Eng: Admin: Exposure plan, hand sanitizer PPE
	Contact with sick member of public or co-worker (influenza, covid-19, lice, fleas, impetigo)	Illness	H	4	2	2	8	Eng: Vaccinations (optional) Admin: Exposure plan, SWP – cleaning changerooms PPE: Masks

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	Bodily fluids (i.e. blood, urine, feces, vomit)	Illness	H & S	3	1	3	7	Eng: Admin: Exposure plan, SWP – contamination, SWP – disinfecting floors, SWP – liquid diarrhea contamination SWP – first aid - administering PPE: Gloves, protective footwear, masks
	Worker has a pre-existing medical condition	Illness	S	3	1	2	6	Eng: Admin: Emergency response procedure – medical aid, first aiders on shift, first aid kit PPE:
	Feeling disconnected with team	Mental stress	H	4	1	1	6	Eng: Admin: social well-being directive, employee assistance provider, mental well-being directive PPE:
Filing and Storage of supplies and materials	Materials/objects falling	Crush/pinch	S	3	1	2	6	Eng: Designated storage areas, adequate storage area Admin: SWP – filing and storage PPE:
		Struck by/struck against injuries	S	3	1	2	6	Eng: Designated storage areas, adequate storage area Admin: SWP – filing and storage PPE:
	Awkward position	Sprain/strains	S	4	2	2	5	Eng: Carts Admin: SWP – ergonomic – lifting/carrying manual, safe lifting training, SWP -carts PPE:
Using chemicals for cleaning, maintenance etc.	Inhalation issues, topical issues, chemicals entering blood stream and internal organs	Chemical irritants or occupational illness (determined by SDS)	H	3	2	2	7	Eng: Chlorine alarm, Restricted access to chlorine bottle room, ventilation Admin: WHMIS training, SDS, SWP – cleaning with floor scrubber, SWP – contamination, SWP – disinfecting floors, SWP – disinfecting life jackets, SWP – liquid diarrhea contamination, SWP – chlorine bottle change, SWP – graffiti removal, SWP – toilet maintenance PPE: as determined by SDS which may include gloves, protective footwear, Tyvek suit, safety goggles/glasses
Facilitating activities/games	Physical activity – improper warm up	Sprain/strains	S	5	1	4	10	ENG: ADMIN: SWP – facilitating activities/games PPE:
Using telephone (land line or cell phone)	Stationary/awkward position	Musculoskeletal injuries	S	3	1	2	6	Eng: Admin: Limited use, SWP-ergonomic – basic office, job demand analysis PPE:
	Biohazards – germs for main pool phone	Illness	S	3	2	1	6	Eng: Admin: SWP – housekeeping PPE:
Using equipment with energy source – computer, multipurpose printer, vacuum	Contact with energy source	Struck by/struck against, burns, electrocution	S	2	2	2	6	Eng: Admin: SWP – Cleaning with floor scrubber, SWP – pool vacuum, SWP – managing hazardous energy (lock out/tag out), SWP – multipurpose printer, SWP – electricity – working with or near, inspection process PPE:

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Computer use	Repetitive task	Musculoskeletal injuries	S	2	1	2	5	Eng: Admin: Limited computer use, SWP – basic office PPE:
	Inadequate lighting	Eye strain	S	2	1	2	5	Eng: Open workstation, lights Admin: Limited access PPE:
	Faulty wiring – fire	Burns	S	3	2	1	6	Eng: Admin: Inspection process, first aid plan – first aiders, first aid kit PPE:
	Technostress	Mental stress	H	2	1	2	4	Eng: Admin: Technostress reduction procedure PPE:
Material handling (lifting, pushing, pulling etc.) – install/remove lane ropes, lessons set up and take down, restringing lane ropes, moving flags, pool maintenance, laundry	Repetitive movement	Strain/sprain injuries,	S	5	2	5	12	Eng: Shelves on wheels, carts Admin: Ergonomic program, SWP -Cleaning with floor scrubber, SWP - disinfecting floors, SWP – disinfecting life jackets, SWP – lesson set up/take down, SWP – manual vacuum pool, SWP – moving flags, SWP – restringing lane ropes, SWP – skimmer basket cleaning, SWP – changeroom maintenance, SWP – lifting/carrying manual, SWP – laundry, SWP – facilitating activities/games, SWP - carts, SWP – festive decorating, job demand analysis PPE:
Material handling (lifting, pushing, pulling etc.) – install/remove lane ropes, lessons set up and take down, restringing lane ropes, moving flags, pool maintenance, laundry	Excessive force	Strain injuries	S	5	2	5	12	Eng: Shelves on wheels, carts Admin: Ergonomic program, SWP -Cleaning with floor scrubber, SWP - disinfecting floors, SWP – disinfecting life jackets, SWP – lesson set up/take down, SWP – manual vacuum pool, SWP – moving flags, SWP – restringing lane ropes, SWP – skimmer basket cleaning, SWP – changeroom maintenance, SWP – lifting/carrying manual, SWP – laundry, SWP – facilitating activities/games, SWP - carts, SWP – festive decorating, job demand analysis PPE:
	Awkward position	Cramps, fatigue	S	5	2	5	12	Eng: Admin: Ergonomic program, SWP – lifting/carrying manual, SWP – laundry, SWP - carts, SWP – festive decorating, job demand analysis PPE:
	Sharp edges - cuts, lacerations	Infection, compensation for injured body area by another body part (i.e. using left hand more)	S	3	2	2	7	Eng: Admin: SWP – lesson set up/take down, SWP – manual vacuum pool, SWP – changeroom maintenance, SWP – festive decorating PPE:

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	Body parts -caught in or between items - pinch, crush	Compensation for injured body area by another body part (i.e. using left hand more)	S	3	2	2	7	Eng: Admin: SWP – cleaning with floor scrubber, SWP – lesson set up/take down, SWP – manual vacuum pool, SWP- changeroom maintenance, SWP - laundry, SWP – festive decorating PPE:
Working in building	Internal Fire	Burnt, asphyxiation	S	2	3	1	6	Eng: Fire sprinklers, fire alarms Admin: Emergency response procedure – general evacuation PPE:
	External fire (grass catches on fire near building)	Burnt, asphyxiation	S	2	3	1	6	Eng: Admin: Maintenance program of grass around facility PPE:
	Electrical failure causing no lighting in building	Struck by/struck against injuries	S	3	1	1	5	Eng: Emergency lighting Admin: Emergency response procedure PPE:
	Natural disasters (tornadoes, wildfires, floods)	Fatality, internal body injuries	S	3	4	1	8	Eng: Admin: Emergency response procedures PPE:
Due to diversity in tasks – refer to work process hazard assessment for identified hazards, risk rating and hazard controls for the following task/activities								
Working at the Town of Stony Plain pool (TLC is acting in the capacity of contractor, Town is the contracting employer)	Administering first aid				Holiday decorating			Volunteering for Salvation Army Christmas kettle
<b>If volunteer to work shut down</b>								
Securing swimming pool deck perimeter	Securing swimming pool deck perimeter				Securing swimming pool deck perimeter			Securing swimming pool deck perimeter
Chrome- cleaning	Chrome- cleaning				Chrome- cleaning			Chrome- cleaning
Cleaning equipment	Cleaning equipment				Cleaning equipment			Cleaning equipment
Cleaning pool basin – pool pit	Cleaning pool basin – pool pit				Cleaning pool basin – pool pit			Cleaning pool basin – pool pit
Cleaning slides and slide stairs	Cleaning slides and slide stairs				Cleaning slides and slide stairs			Cleaning slides and slide stairs

**Hazard Control**

If the hazards cannot be eliminated as close to where the problem is created as possible, reduce the risk of exposure to the hazard by:

**Engineering**

- Substitution
- Redesign of workplace
- Isolation/closed processes
- Automation/material handling devices
- Ventilation (general dilution/local exhaust)
- Purchasing criteria (tools/equipment etc.
- Storage
- Air monitoring

**Administrative**

- Policies/practices/procedures
- Work/rest schedules
- Limiting hours of work
- Scheduling/rotation of exposed workers
- Wet methods as opposed to dry sanding or sweeping
- Training
- Organizing and planning work

**Personal Protective Equipment**

- Eye/face protection
- Head protection
- Foot protection
- Hearing protection
- Respiratory protective equipment
- Fall protection
- Protective clothing/Gloves

Or a **combination** of any of the three above

**Workers** have an obligation to report to leadership a concern about an unsafe or harmful work site act that occurs or has occurred or an unsafe or harmful work site condition that exists or has existed